



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GELBERTO P. VALDEVIESO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	30%	1.18
TOTAL NUMERICAL RATING			4.45

TOTAL NUMERICAL RATING:

4.45

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.45

FINAL NUMERICAL RATING

4.45

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

VANESSA MAY B. MILAN

Name of Staff

Reviewed by:

JEROME O. ARRIBADO

Director, Eco-FARMI

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Approved:


MARIA JULIET C. CENIZA


VP for REI

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVIESO, an administrative staff of the **Ecological Farm Resources and Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **January to June 2023**.


GELBERTO P. VALDEVIESO
 Ratee
 Date:

Approved: 
JEROME O. ARRIBADO
 Unit Head
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	25 clients with zero complaints	100% compliant					
	PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		No. of trips monitored	Conducts research staff to their travel destination and ferries visitors/trainees within VSU main campus and nearby barangays	25	43	5	5	5	5	Eco-FARMI extesion project travels and other offices' requested trips
		No. of Eco-FARMI vehicle and farm equipment maintained	Maintains vehicle and farm equipment to keep them functional	6	5	5	4	4	4.33	4 cars, 1 tractor

		No. of additional assignments for admin/field staff (due to travel and other restrictions resulting from covid 19)								
	Total Over-all Rating								9.53	
	Average Rating								4.67	
	Adjectival Rating								0	

Evaluated and rated by:

JEROME O. ARRIBADO

Unit Head

Date:

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director, Research

Date:

Approved by:

MARIA JULIET C. CENIZA

VP for RE

Date:

Comments and Recommendation for Development

Purposes:

Attend relevant training and workshop on farm equipment and vehicle maintenance and enhancing driving skills.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: Gelberto P. Valdevieso

Position: Administrative Aide III


Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		47				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors		5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.		5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.		5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.		5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit		5	4	3	2	1
Total Score		47				
Average Score		3.92				

Overall recommendation : _____


JEROME O. ARRIBADO
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January-June 2023

√	1st	Q U A R T E R
√	2nd	
	3rd	
	4th	

Name of Employee: **GELBERTO P. VALDEVIESO**


Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Meeting and discussion update regarding the GIZ Ford scape check-up status and return/waste of the Eco-FARMI Jeep		June 6, 2023				
Meeting and discussion on the training to be attended by the staff related to the field or nature of work		June 6, 2023				
Coaching conducted consultations	January and April 2023					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


JEROME O. ARRIBADO
 Immediate Supervisor

Noted by:


MARIA JULIET C. CENIZA
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January-June 2023

Name of Employee : GELBERTO P. VALDEVIESO
Performance Rating : _____

Aim: To enhance the skills in safety driving and trouble shooting of vehicle engine, and maintenance of farm equipment.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January Target Date: within 1st quarter of 2023

First Step:

Seek advancement training workshops relevant to safety driving techniques and training workshops on various methods for troubleshooting vehicle engines.

Allow the staff to attend training workshops relevant to the repair and maintenance of different kinds of farm equipment.

Result:

Register in the skills training program.

Date: April Target Date: within 2nd Quarter of 2023

Next Step:

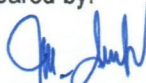
Practice new techniques and skills in safe driving, repair, and maintenance of farm vehicles and equipment.

Outcome:

Enhanced driving skills for safe travel and troubleshooting of farm vehicles and equipment.

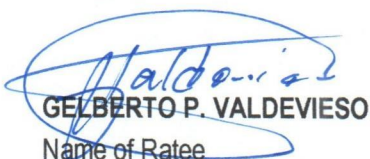
Final Step/Recommendation:

Prepared by:

**JEROME O. ARRIBADO**

Unit Head

Conforme:



GELBERTO P. VALDEVIESO
Name of Ratee